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8 NOV 1973

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : The Annual Personnel Plan

REFERENCE : Memo fr DCI to Deputy Directors dtd 23 Sept 73,
subj: Annual Personnel Plan

1. The Office of Personnel has now received the individual Annual Personnel Plans from the Directorates for their respective components and the consolidated APP's for the Intelligence, S&T and M&S Directorates. I have requested that the APP for the Independent Offices and the consolidated APP for the Operations Directorate be forwarded to me by 30 November 1973.

2. I have assigned a senior Personnel Officer to monitor and review the APP's and to prepare a total Agency Personnel Plan as well as an analysis of the consolidated Directorate Plans. In preparation for developing the Agency APP this officer is reviewing the individual and consolidated plans to insure there is a common understanding of what the APP represents and that the same concepts were used in compiling the base figures. This necessitates detailed analyses of the reports and frequent discussions with representatives of the various offices to clarify discrepancies. Understandably, the review has uncovered some apparent misunderstandings in concepts and arithmetical errors which, while not of major significance in themselves, could influence the consolidated figures and percentages. All computations will be verified prior to the preparation of the Agency APP. We are also giving thought to graphic presentations of significant information.

3. I should be ready by mid-December to present a briefing on the overall results of this initial APP effort.

John F. Blake

John F. Blake
Director of Personnel

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ANNUAL PERSONNEL PLAN (APP)

The APP is now a formal part of the Agency's managerial system. During the initial preparation of APP many component managers were faced with having to deliberately attend to matters which were often not consciously considered in the past.

Although managerial unfamiliarity with APP in concept, as well as format, made the first APP exercise of limited value to them, it is believed that ground has been broken heralding a new era in Agency management practices. The APP should, in time, become a very useful mechanism in evaluating managerial performance. As managers gain experience they will establish more meaningful goals and their success in achieving them will have more significance.

Supervisors and managers throughout the Agency should not be overly concerned about the first and rather experimental model of APP, but should anticipate the need for relating manpower planning to programs and budget matters. Through the APP process, command levels will appreciate to a much greater degree the possible consequences of their personnel management practices.